



LINDSAY DOWNTOWN

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Lindsay Downtown Business Improvement Association

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, January 10th, 2019

7:30am

**Kawartha Lakes Police Service Community Room
6 Victoria Avenue North, Lindsay**

Board Members

Vice Chair
Steve Podolsky

Chair
Charlie McDonald

Treasurer
Vacant

Voting Members

Sandra Falconer, Jim Garbutt, Laura LeMiere
Mark Ridout, Ann Scarlett, Leanna Segura, Tim White

City Council

Councillor Pat Dunn, Councillor Pat O'Reilly

KLPS Liason
Chief Mark Mitchell

CKL Staff Liason
Carlie Arbour

MEETING #RBM-2019-01

1.0 CALL TO ORDER

Closed Session Called to Order by the Chair:

In Attendance: Charlie McDonald, Steve Podolsky, Sandra Falconer, Jim Garbutt, Laura LeMiere, Mark Ridout, Leanna Segura, Tim White, Chief Mark Mitchell, Carlie Arbour

Recording Secretary: Melissa McFarland

Late Arrivals: None

Early Departures: Carlie Arbour (8:25am)

Guests: Lance Nachoff

Regrets: Ann Scarlett, Councillor Pat Dunn

Absent: Councillor Pat O'Reilly

2.0 ADMINISTRATIVE BUSINESS

2.1 ADOPTION OF AGENDA

Moved By: Jim Garbutt

Seconded By: Steve Podolsky

Resolved: That the agenda be adopted as circulated.

Carried RBM2019-01

2.2 DECLARATION OF PECUNIARY INTEREST

2.3 ADOPTION OF MINUTES

Moved By: Mark Ridout

Seconded By: Tim White

Resolved: That the Minutes of the November 29th Board of Directors Meeting be approved.

Carried RBM2019-02

3.0 DEPUTATIONS

None

4.0 CORRESPONDENCE

None

5.0 OTHER OR NEW BUSINESS

5.1 2019 BOARD OF DIRECTORS & ANNUAL GENERAL MEETING

A notification was received from Liz Grimes that due to time constraints, she's withdrawing herself from the Board. As the Board slate has not yet been approved by Council, there is no formal process for resigning.

The AGM is Monday, January 14th at 6:00pm, and elections for Chair & Vice Chair will be conducted immediately following the meeting. All Board members are strongly encouraged to attend. Board Members were reminded by Charlie McDonald that the position of Treasurer is appointed and that a volunteer for the position would be welcomed.

Discussion was held regarding the location of the AGM and accessibility concerns for meetings, versus having the meetings in central locations that are in close proximity to the membership, and suitable for a both meetings and social functions. Lance Nachoff mentioned in the event that the event is in a non-accessible location, Nexicom could possibly arrange for a live feed that people could access online.

Moved By: Sandra Falconer **Seconded By:** Tim White

Resolved: That the BIA investigate suitable accessible locations for future public meetings.

Carried RBM2019-03

5.2 STAFF UNIFORM POLICY

A staff uniform policy was presented for the community liaison in regards to branded uniform pieces that are provided, and property of the LDBIA, as well as items that are procured by the staff member and reimbursed.

Moved By: Jim Garbutt **Seconded By:** Mark Ridout

Resolved: That the presented Staff Uniform Policy be approved.

Carried RBM2019-04

6.0 OTHER OR NEW BUSINESS

6.1 POLICE

Chief Mark Mitchell gave updates. Updates will be made to the keyholder database via an online survey and asked that the BIA help in getting the word out to business owners. KLPS will be launching a distracted driving campaign next week. Discussion was held about the importance of locking vehicles.

6.2 ECONOMIC DEVELOPMENT

Carlie Arbour gave updates. The deadline for the Million Dollar Makeover applications is January 17th. The Engineering department will be reaching out to stakeholder groups prior to the public meeting for the reconstruction. The Spotlight on Agriculture event will be taking place at the LEX on March 22nd. The Digital Main Street program through the OBIAA and OMAFRA is accepting applications from individual businesses for grants of up to \$2500, and for communities of up to \$10,000 to hire tech consultants. More information will be given as it becomes available.

6.3 COUNCIL

No update.

7.0 REPORTS

7.1 TREASURER

Moved By: Tim White

Seconded By: Sandra Falconer

Resolved: That the Treasurer's Report of November 2018 be approved. **Carried RBM2019-05**

7.2 MARKETING

Moved By: Mark Ridout

Seconded By: Leanna Segura

Resolved: That the Marketing Committee Minutes of December 4th, 2018 be approved.

Carried RBM2019-06

Moved By: Mark Ridout

Seconded By: Leanna Segura

Resolved: That the Marketing Committee Minutes of January 8th, 2019 be approved.

Carried RBM2019-07

7.3 BEAUTIFICATION

Moved By: Steve Podolsky

Seconded By: Mark Ridout

Resolved: That the Beautification Committee Minutes of January 3rd, 2019 be approved.

Carried RBM2019-08

7.4 PARKING

Moved By: Tim White

Seconded By: Steve Podolsky

Resolved: That the Parking Committee Minutes of December 11th, 2018 be approved.

Carried RBM2019-09

Moved By: Tim White

Seconded By: Steve Podolsky

Resolved: That the Parking Committee Minutes of January 8th, 2019 be approved.

Carried RBM2019-10

7.5 ADVOCACY

Moved By: Laura LeMiere

Seconded By: Tim White

Resolved: That the Advocacy Committee Minutes of December 11th, 2018 be approved.

Carried RBM2019-11

Moved By: Laura LeMiere

Seconded By: Tim White

Resolved: That the Advocacy Committee Minutes of January 8th, 2019 be approved.

Carried RBM2019-12

7.6 CHAIR/VICE-CHAIR UPDATE

Charlie McDonald informed the Board that he will be away from January 28th to March 2nd. Notice came in that the stakeholder groups will meet with Engineering & the Consultants on January 28th, prior to the public meeting which will be held in February. Melissa McFarland will send a survey to the membership asking them for feedback that may be passed along and help guide the principals in the content that is presented.

7.7 GENERAL MANAGER UPDATE

Melissa McFarland gave updates. The Holiday Passport was one of the most successful programs ever run by the BIA, with record participation from the businesses and overwhelmingly positive feedback from both the merchants and the general community. Between this program and delivering AGM notices, every business was visited in the month of December, most 2-3 times at a minimum.

New business Thirteen Tattoo has returned to the downtown at 147 Kent Street after being relocated to William Street North for a couple of years. Mickael Durand was approached about possible interest in relocating his bakery downtown and he will contact the BIA if ever interested.

The next meeting of the Durham/Kawartha/Northumberland BIA Group is taking place on Wednesday the 16th in Peterborough.

Melissa will be attending the OBIAA Conference in Ottawa from March 31st – April 3rd. Some of the activities and workshops include a restaurant tour, sessions for BIA staff members to connect, social media, public realm design, event planning resources, and a walking tour. She will also be attending the trade show receptions, keynote presentations, awards gala, and a seminar on the Digital Main Street program.

End of year financials for 2018 are almost complete and will be submitted to the City for audit.

8.0 NEXT MEETING

Annual General Meeting
Monday, January 14th, 2019
6:00pm
Elysian Room (Upstairs @ The Olympia)
106 Kent Street West

Regular Board Meeting
Thursday, February 28th
7:30am
KLPS Community Room
6 Victoria Ave N

9.0 ADJOURNMENT

Moved By: Mark Ridout

Seconded By: Tim White

Resolved: That the Board of Directors adjourns its Regular meeting of January 10th, 2019 at 8:45am.

Carried RBM2019-13